



Memo

To: All Licensed Indiana Dealerships
From: Indiana Bureau of Motor Vehicles, Registration Department
Date: September 1, 2017
Re: New BMV Policy: Purchase Invoice Used as Proof of Vehicle Trade-in

The Bureau of Motor Vehicles would greatly appreciate your help in spreading the word about a recent policy change.

Customers are typically instructed by dealers to bring only a copy of the Application for Certificate of Title – State Form 205 when visiting a BMV branch to apply for registration. However, if a vehicle was traded, the BMV now requires that customers also bring in proof of the trade in order to transfer the license plate and receive a tax credit. The purchase invoice that shows the description of the vehicle trade may be used as proof.

As customers are going through the process of purchasing a vehicle from you, it would be extremely helpful if you could remind them that they will need a purchase invoice along with an Application for Certificate of Title when visiting a BMV branch to apply for registration. Your assistance in this matter would result in fewer people being turned away as they try to register their vehicles, which helps the BMV run more smoothly. Thank you for your time.

If you have any questions about the BMV's new policy, you may email Betsy Manikis (bmanikis@bmv.in.gov) or Jessica McEwen (jmcewen@bmv.in.gov).